How to Perform Zero Pay Entries in STARS

Use the DOE Invoice Entry or AP IPAC Entry responsibility.

Two mechanisms for recording zero pays
1. Mixed Invoice – where you need to move the money on 1 PO line to another PO lines (matched to the wrong line)
2. Credit Memo and Invoice – where you need to move money between POs (matched to the wrong PO)

It is **very important** that the zero pay entries are batched and paid the same day that the rest of the entries are done.

How to Record Mixed Invoices

- Go into the menu option Invoice → Entry → Invoice
- Choose Matched Invoice as the Invoice T-code
- When the form appears, use PO Default as the Type so the system will auto-fill information from the PO. Then change the Type to Mixed.
- Enter the PO #.
- For the Invoice Number, use the naming convention for invoices (usually CID-INVNUM? where the ? equates to the next available invoice number).
- Enter 0.00 for the Invoice Amount.
- Fill in the Description with a meaningful explanation.
- The Terms Date should be entered as the current date.
- The Terms Method should be STD-Immediate.
- The Payment Method is Clearing.
- The Pay Group is Zero Payments.
- Click the Match button.
- Type in the PO#, associated line, and shipment numbers.
- Click the Match button.
- For the Quantity Invoiced, use minus the dollar amount (for example, if the incorrect dollar amount was $5,103.00, you would enter –5103.)
- Click the Match button.
- Click the Match button again.
- Enter the PO#, associated line, and shipment numbers for the new line.
- Click the Match button.
- For the Quantity Invoiced, use the correct dollar amount (using the same example above, this time enter 5103).
- The Match may result in an overbill – this is okay if cost has yet to be adjusted.
- The Invoice and Distribution totals at the top of the screen should both be zero.
- Click the match button
- Under More Actions, click Validate and then OK.
- Under more actions, click force approval and then ok.

- Under More Actions, click Create Accounting and then OK.
- If cost needs to be adjusted:
    i. Now you need to fix the PO module by entering the receipt and the return receipt.
    ii. Go into the menu option Receiving → Receipts (for the debit line you did above).
    iii. Query the same PO, line, and shipment number you used above for the correcting side. You must input the same transaction code that was on the original receipt.
    iv. For the Quantity, use the positive amount (5103 using the above example), check the check box, and then save the record.
    v. Go into the menu option Receiving → Returns (for the credit line you did above).
    vi. Query the same PO, line, and shipment number you used above for the incorrect line. Click Find. This will automatically pull the original T-code.
- For the Quantity, use the positive amount (5103 using the above example), check the check box, make sure you return to the Supplier (VERY IMPORTANT), and then save the record. If cost does not need to be adjusted or already has been:
- Once the Status is Validated, Accounted is Yes, Approval is Manually Approved, and you are ready to pay the invoice. This MUST BE DONE THE SAME DAY!!
- Go into the menu option, Payments → Entry → Payment Batches.
- Fill in the Form Activity as Payment Batches, the Transaction Event as Payment Batches, and the Transaction Code as Clearing Payment.
- The Pay Group is Zero Payments.
- Enter supplier to eliminate batching other invoices
- The Batch Name is ZeroPaycurrentdate.
- The Payment Date is the current date.
- The Document is Clearing (pick the one for your office).
- Check the box for Allow Zero Invoice.
- Ensure the box is checked for Allow Zero Pay.
- Verify the T-code is Clearing Payment.
- Under More Actions, check Select, Build, and Print Preliminary Register.
- View your requests. Once the Preliminary Register completes, view the output to ensure the payment is zero. If not,
- Go back to the Payment Batch. Requery to see that it's built.
- Under More Actions, deselect Format, select Modify, and click OK.
- All payments will now be listed. Change Pay to No for all except the lines you want (must save between each change). Change the credit memo line to Force Pay since it is under the minimum amount (a negative amount).
- Under More Actions, check Build and click OK.
- View your requests Copy the document # on the last record paid.

- Under More Actions, deselect Format, check Select and Print Preliminary Register. (The Batch total should be zero and the total lines should equal the zero pay lines to pay.)
- Requery the batch.
- Under More Action, check Format Payment and click OK.
- View your requests to know when this process completes.
- Requery the batch. The status should now be Formatted.
- Under More Actions, check Confirm and Print Final Register, and then click OK.
- The Status should now be printed. The To # should be the number you copied from the last record paid above.
- View your requests. Once the process completed, view the output to ensure only the records you expected were paid.
- Requery the batch.
- Under More Actions, check Create Accounting and click OK.
- View your requests. When this job completes, you'll see only the proprietary side to these transactions.
- At 8:00 p.m. EST every night, a concurrent request runs to send all journal entries over to GL, where they can then be posted. Until these jobs are posted in GL, you will not see the effects of the zero pay entries on any reports from the GL.

How to Record a Credit Memo and Invoice

- Go into the menu option Receiving → Receipts for the correct side.
- Query the same PO, line, and shipment number where the transaction should have been recorded.
- The Transaction Event is Receipts.
- The Transaction Code is Receipts-Transfer.
- For the Quantity, enter a positive amount, check the check box, and then save the record.
- Go into the menu option Receiving → Returns for the wrong line.
- Query the same PO, line, and shipment number. Click Find. This will automatically pull the original T-code.
- For the Quantity, use the positive amount, check the check box, make sure you return to the Supplier (VERY IMPORTANT), and then save the record.
- Go into the menu option Invoice → Entry → Invoice
- Fill in the Form Activity as Matched Invoice, the Transaction Event as Matched Invoice, and the Transaction Code as Invoice.
- When the form appears, use PO Default as the Type so the system will auto-fill information from the PO. Enter the PO #.
- Then change the Type to Credit Memo.
- For the Invoice Number, use the naming convention for invoices (usually CID-CM? where the ? equates to the next available invoice number).
- Enter a negative amount for the Invoice Amount (include the minus sign).
- Fill in the Description with a meaningful explanation.

- The Terms Date should be entered as the current date.
- The Terms Method should be STD-Immediate.
- The Payment Method is Clearing.
- The Pay Group is Zero Payments.
- Click the Match button.
- Type in the PO#, associated line, and shipment numbers.
- Click the Match button.
- For the Quantity Invoiced, use minus the dollar amount. The Received will be less than the billed amount at the bottom left.
- Under More Actions, check Validate and then click OK.
- Under More Actions, check Create Accounting and Force Approval and click OK.
- Then click on a blank line under this line you just created.
- Fill in the Form Activity as Matched Invoice, the Transaction Event as Matched Invoice, and the Transaction Code as Invoice.
- When the form appears, use PO Default as the Type so the system will auto-fill information from the PO.
- Enter the PO #.
- For the Invoice Number, use the naming convention for invoices (usually CID-INVNUM? where the ? equates to the next available invoice number).
- Enter a positive amount for the Invoice Amount.
- Fill in the Description with a meaningful explanation.
- The Terms Date should be entered as the current date.
- The Terms Method should be STD-Immediate.
- The Payment Method is Clearing.
- The Pay Group is Zero Payments.
- Click the Match button.
- Type in the PO#, associated line, and shipment numbers.
- Click the Match button.
- For the Quantity Invoiced, use the dollar amount.
- Under More Actions, check Validate and then click OK.
- Under More Actions, check Create Accounting and Force Approval and click OK.
- You are now ready to pay the invoice. This MUST BE DONE THE SAME DAY!!
- Go into the menu option, Payments → Entry → Payment Batches.
- Fill in the Form Activity as Payment Batches, the Transaction Event as Payment Batches, and the Transaction Code as Clearing Payment.
- The Pay Group is Zero Payments.
- If same supplier, enter the supplier to eliminate batching other invoices.
- The Batch Name is ZeroPaycurrentdate.
- The Payment Date is the current date.
- The Document is Clearing (pick the one for your office).
- Check the box for Allow Zero Invoice.
- Ensure the box is checked for Allow Zero Pay.

- Verify the T-code is Clearing Payment.
- Under More Actions, check Select, Build, and Print Preliminary Register.
- View your requests. Once the Preliminary Register completes, view the output to ensure the payment is zero
- Go back to the Payment Batch. Requery to see that it’s built.
- Under More Actions, deselect Format, select Modify, and click OK.
- All payments will now be listed. Change Pay to No for all except the lines you want (must save between each change). Change the credit memo line to Force Pay since it is under the minimum amount (a negative amount).
- Under More Actions, check Build and click OK.
- View your requests Copy the document # on the last record paid.
- Under More Actions, deselect Format, check Select and Print Preliminary Register. (The Batch total should be zero and the total lines should equal the zero pay lines to pay.)
- Requery the batch.
- Under More Action, check Format Payment and click OK.
- View your requests to know when this process completes.
- Requery the batch. The status should now be Formatted.
- Under More Actions, check Confirm and Print Final Register, and then click OK.
- The Status should now be printed. The To # should be the number you copied from the last record paid above.
- View your requests. Once the process completed, view the output to ensure only the records you expected were paid.
- Requery the batch.
- Under More Actions, check Create Accounting and click OK.
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